

**SUBJECT:** Vacancy Announcement – Labor Relations Specialist (Attorney), GS-13, Field Services Department

The purpose of this memorandum is to advise you that a vacancy exists for the position of Labor Relations Specialist (Attorney), Field Services Department, effective immediately.

Selection to fill the vacancies will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

The attached position description outlines the duties, qualifications, and responsibilities of the positions.

All interested applicants must apply, in writing, via mail, (or FAX 202/639-4019) to Shirlee Taylor, Human Resources Administrator. Expressions of interest must be received by the close of business on Tuesday, November 8, 2005.

## POSITION DESCRIPTION

**American Federation of Government Employees  
National President  
Field Services Department  
Washington, D.C.**

**CLASSIFICATION:** Labor Relations Specialist (Attorney), GS-13

### **I. INTRODUCTION**

This position is located in the Washington, D.C. National Office, Field Services Department (FSD). This position is a professional expert in the labor-management, employee advocacy, workplace representative process and issues. The FSD develops and oversees the implementation of AFGE's workplace representation strategy. Workplace representation encompasses contract negotiations, mid-term bargaining, contract enforcement, enforcement or change of existing laws and regulations, exercising national consultation rights, the strengthening of locals and councils, arbitration, and related issues. The FSD operates by performing the following five basic functions: (1) providing technical guidance, training, information, and assistance; (2) developing policy options for the union; (3) conducting national-level liaison with government agencies; (4) providing representation in arbitrations and MSPB actions involving back pay; and (5) making full use of electronic media to communicate with all levels and groups within the Federation.

The department performs these functions in a wide array of program areas such as: labor-management relations and human resource management, and in a wide variety of delivery methodologies, such as litigating back pay cases, support to assigned bargaining councils, training institutes and conferences, position papers, and email and internet media.

Although all functions are subject to assignment at any time, the work variability is high, with cyclical shifts among emphases, such as national level bargaining assignment, personnel system design, mobilizing and organizing, direct representation, and building labor-management adversarial skills among the membership. Frequent travel, sometimes on short notice, is required.

FSD's services are provided in support of the National Officers, the National Executive Council, District Offices, other Departments, Bargaining Councils, and Locals. The office works collaboratively, and depends on teamwork, mutual support, and creative thinking.

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## **II. MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is a professional expert in the labor-management relations, employee advocacy and workplace representation rights, processes and related issues. The incumbent will be involved in a full and varied range of activities in the core functions performed by the Department. This will include:

- \* Provide leadership, guidance, and training to help ensure that councils and locals provide effective leadership for workplace representation.
- \* In appropriate cases, serve as chief negotiator for bargaining councils.
- \* Develop and use training courses to teach locals and councils how to bargain effectively under various conditions, with an emphasis on preparation and on membership involvement.
- \* Work to ensure that handbooks and manuals covering the range of workplace representation issues are available and are up-to-date.
- \* Provide guidance to union representatives in all aspects of collective bargaining, grievance rights, appeal rights, and workers' compensation issues.
- \* Provide policy recommendations, position papers, and legislative testimony in support of AFGE positions, and attend meetings as the AFGE representative.

The incumbent will be responsible for planning and conducting litigation on the full extent of workplace representation issues.

The position will require the incumbent to independently confront new issues and problems and to creatively apply knowledge, research, analysis, and problem solving abilities. Excellent oral, written, and interpersonal skills are required.

In addition, the incumbent of this position is engaged in administrative litigation involving cases where back pay is actually or potentially an issue. In connection with administrative litigation of back pay cases, such as adverse actions or Fair Labor Standards Act (FLSA) claims, the incumbent performs legal research and advises AFGE officials and affiliates of the interpretation and application of the Civil Service Reform Act, Title 38, and other applicable law. The incumbent represents AFGE and its affiliates, and bargaining unit members, whose cases have been accepted for assistance in arbitrations, and other administrative proceedings, involving back pay.

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### **III. CONTROLS OVER WORK**

The incumbent exercises significant control over the work product and helps to insure that AFGE and office goals and objectives are properly developed and met.

### **IV. QUALIFICATION REQUIREMENTS**

Must have the ability to acquire a broad knowledge of labor law, personnel laws and regulations, and applicable precedents, as needed for assigned projects, and be familiar with the collective bargaining process. In addition, applicants must have:

1. Extensive experience in labor-management relations and federal sector employee rights.
2. Extensive experience as a chief negotiator of labor agreements, and recognition of when to use interest-based versus traditional adversarial techniques and union advocate in ULP processes, arbitrations, etc.
3. The ability to lead organizations in developing strategic plans.
4. The ability to speak and write effectively, as well as the ability to mediate, advocate, persuade, teach, and guide others.
5. The ability to analyze information and prepare policy papers with recommendations.
6. The ability to conduct effective research both in the law library and on-line.
7. The ability to prepare teaching and resource material.
8. The ability to work independently with little supervision but as part of a team.
9. The ability to help organize and mobilize workers.
10. Litigation experience.

The incumbent is required to have a Bachelor's Degree as well as a Bachelor of Laws or Juris Doctor degree from an accredited law school. Further, the incumbent must be admitted to practice, or eligible to be admitted to practice within 30 days, in the state where the position is located and also must be admitted to practice, or eligible to be admitted to practice, before the appropriate U.S. District Court of the judicial district where the position is located. In addition, the incumbent must also possess the ability to meet and deal with government officials, members of the AFGE National Executive Council, national representatives, officials of AFGE locals, and also officials of other unions. The incumbent must be high-energy, a self-starter and able to effectively handle a large number of cases.